

Post	Governance Professional
Contract type	Permanent
Hours	Equates to 3 hours per week across one academic year. The working time per week will vary and includes time for training and personal development.
Pay scale	Grade L1-8 (£13.75 to £15.39 per hour)
Details	<p>The Blue Kite Academy Trust is looking to appoint a governance professional to the local governing body (LGB) of St Leonards Primary Academy. Applicants must be efficient, excellent administrators and have strong communication skills to support the governors and headteacher.</p> <p>The post is a part-time position, covering meetings of the local governing body (LGB). This equates to three hours per week across 38 school weeks totalling 114 hours per year. The meetings are held during the evenings 6 times per year.</p> <p>This position lends itself to home working. The meetings are currently held in the evening at the school.</p> <p>To help the successful candidate fulfil their role, there is an expectation for them to attend relevant training events and Governance Professional Network meetings led by the Head of Governance – Anna Richardson.</p> <p>Knowledge, skills and experience</p> <ul style="list-style-type: none"> • Excellent oral and written skills with an eye for detail • A sound knowledge of administrative work and related systems • Able to communicate well and develop effective working relationships • Be able to maintain confidentiality at all times and to prevent disclosure of confidential and/or sensitive information. • Excellent personal organisational and time management skills • Able to manage conflicting work pressures and organise priorities • Experience of maintaining administrative systems and a competent user of Microsoft Office and database applications • An enthusiasm for continued professional development and a desire to develop appropriate knowledge of the legal framework relating to the governance of schools and current developments in education, in particular multi academy trusts <p>The Blue Kite Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is therefore imperative that you provide all relevant information requested in order to meet this commitment. Disclosure and Barring Service (DBS) clearance, references and proof of right to work in the UK will be obtained prior to an appointment.</p>
Closing date	05/06/2026 at Midday
Interview date	
Start date	As soon as possible following criminal records checks and suitable references I would suggest 1 September 2026

Please see job description for full details of the role